

HUMAN SERVICES SYSTEM

POLICY DESCRIPTION FORM

Department/Group: DPA/Human Services System **Budget Code:** AAA DPA

Title: Restore Vacant Budgeted Positions to Correct Underfill Situations

PRIORITY: Rank 1 of 5 **FUNDING:** Full Year ☒ Other ☐ _____ Months

ITEM STATUS: Restoration ☒ Program Change ☐ Workload ☐

OPERATIONAL AND/OR FISCAL IMPACT: Clearly explain the impact on services (attach additional pages if required)

Twelve vacant budgeted positions are needed to correct underfill situations. These classifications work in various programs in HSS. The incumbents in the classifications listed below were budgeted at the correct salary/benefit range, but are currently underfilling higher-level positions. If these vacant positions are restored, incumbents will be moved to the correct classifications and the higher-level positions will be deleted.

APPROPRIATIONS

Salaries & Benefits (attach additional page if required)

2003-04

**Ongoing
2004-05**

\$ 0

\$ 0

CLASSIFICATIONS

<u>Budgeted Staff</u>	<u>Title</u>	<u>Amount</u>
2.0	Automated Systems Analyst I	
1.0	Clerk III	
1.0	Eligibility Worker Supervisor II	
1.0	Fiscal Clerk III	
1.0	HSS Program Specialist I	
2.0	HSS Program Specialist II	
1.0	Secretary I	
1.0	Social Worker II	
1.0	Staff Analyst II	
1.0	Supervising Fiscal Clerk I	

Services & Supplies

Other (specify) _____

Equipment

FIXED ASSETS

<u>Item</u>	<u>Amount</u>

Reimbursements (specify) _____

Total: \$ 0 \$ 0

REVENUE (specify source)

State, federal and Social Services Sales Tax

Total: \$ 0 \$ 0

LOCAL COST \$ 0 \$ 0